



INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Division of Curriculum Services General Instruction <del>Governor's Honors Program Gifted Education Program</del> 1954 Twin Towers East Atlanta, GA. 30334	Application Number 90-005	Date Received DEC 5 1988 Date Completed 13/29/90
Application Number			
2. Person to Contact Lonnie Love		Working Title Administrator	Telephone Number 656-5812
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1964/1985 to Date		5. Records Series Title (followed by title used in office; if different) Governor's Honors Program and Georgia Scholar Program Administrative Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Governor's Honors Program Unit provides a flexible education program to meet the needs of many of Georgia's gifted and talented students through a summer program total learning experience on one of more of our college campuses. The program is designed to provide gifted tenth and eleventh grade students enrolled in Georgia's public and private secondary schools challenging and enriching educational opportunities not usually available in their regular school experience. The program is designed to assist students in recognizing their potential and empower them as life-long independent learners. The Georgia Scholar Program recognizes high school seniors who have achieved excellence in school and community life and in the home. Each year 300 students are chosen to receive a \$1300 scholarship to attend a school in Georgia. If they maintain a 3.5 grade average, they are eligible for another year's tuition in the amount of \$1300. The financing of the scholarships is administered by the Georgia Student Finance Authority. Applications are processed and scholars chosen by the Georgia Scholar Program.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering and directing the Governor's Honors Program and the Georgia Scholar Program.  Included are: Correspondence and Forms relating to meetings(Instructor/Consultant Planning, Local Coordinator Meetings, Division Staff Meetings), Budget Materials, proposals, specific subjects of study(i.e., Science, Art, Music, Mathematics), pamphlets, brochures, and other documents relating to the actual administration of the Governor's Honors Program and Georgia Scholar Program and computer printouts summarizing participant information. Also included are the Interviewer/Auditioner Files.  File is arranged: Chronologically by school year, thereunder alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 30; Seven to twelve months old 25; Thirteen to twenty-four months old 15; twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? <span style="float: right;">administer scholar-</span> If yes, where? <span style="float: right;">Ga. Student Finance Authority/computer printouts to ship financing</span>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>3</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

## Files Maintenance Instructions:

At the end of each Fiscal year, purge the files of any materials that do not need to be kept any longer. Bring forward into the new fiscal year any files that have on-going activities or administrative needs. Hold remaining files in current files area for one year. Transfer to State Records Center; hold for 1 year; then destroy.

**\*\*Pre-1985 records, if found, will be offered to Archives for appraisal before destruction.**

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Thomas</i>	<u>12/2/86</u>	<i>Vickie Baker</i>	<u>12/2/86</u>
** See page 3 for signatures		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  <u>861205-03</u>		State Auditor/Designee	<u>1/12/87</u>
		Secretary of State/Designee	
		Governor	
		Attorney General/Designee	

STATE RECORDS COMMITTEE

RECORDS RETENTION SCHEDULE APPLICATION

SIGNATURE SHEET

Sheet 3 of 3

Schedule # 90-005

Date Approved 3/29/90

Application # 861205-03

APPROVED

DATE

Governor/Designee:

*W. H. Rogers*

*3-14-90*

Commissioner,  
Administrative Services/Designee:

*Larry Clark*

*3-29-90*

State Auditor/Designee:

*W. F. Smith*

*3-14-90*

Secretary of State/Designee:

*Edward Weldon*

*3/12/90*